



**Business Advisory Council (BAC)**  
**Summary Meeting Notes for June 21, 2017**

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**Summary Notes**

770 3<sup>rd</sup> Street, West Sacramento, CA

**Members Present:**

Association	Primary	Alternate
ACEC	Arvin Chaudhary	
AICC		
AAAE	Eddy Lau	
AAa/e	Linden Nishinaga	
AGC	John Cooper	
CBCC		
CMAA	Esther Shaw	
COMTO	Dev Krishnan	Jesus Vargas
DVBA	Laura Uden	Rebecca Robison
GFACC	Debbie Hunsaker	
KMCA	Marvin Dean	Nick Hill
LRRT	Paul Guerrero	
LBA		
NAACP	Betty Williams	
NAMC	Pete Varma	
NCA	Diana LaCome	
SFAACC	Fred Jordan	Dr. Caesar Churchwell
SAME		Tony Petrocchio
USPAACC	Prakash Daryani	
WCOE		Ruth Bley
WTS	Charissa Frank	

**Council Chair:** Lisa Marie Alley

**Absent Seat(s):** Adam Holt (AICCC), Aubry Stone (CBCC), Leonard Ortiz (LBA), Maurice Young (TPZP)

**California High-Speed Rail Authority (Authority) Team Present:** Alice Rodriguez – Small Business Advocate, Ivor Newman – Small Business Outreach Coordinator, Ofelia Alcantara – Director of Engineering, Jose Camarena – Contract Compliance Administrator, Bill Grimsley – Director of Contract Administration, Karen Massie – Information Officer, Alex McCracken – Small Business and Title VI Programs Manager, Meilani Sabadlab – Small Business Technical Associate, Kasaundra Duncan – Title VI Technical Associate

**Guests:** Bjorn Nilsen (DFJV), John James (DFJV), Amanda Craft (CRB)

## **I. Welcome and Introductions (Lisa Marie Alley)**

- Council Chair, Lisa Marie Alley, called the meeting to order at 1:04 PM.
- Ms. Alley welcomed everyone for attending and provided a brief overview of the meeting agenda.
- Ms. Alley introduced Authority staff members:
  - Bill Grimsley – Director of Contract Administration; Mr. Grimsley will attend future Full Council Meetings as his schedule permits.
  - Ivor Newman – Small Business Outreach Coordinator; Mr. Newman is the newest member to the Small Business Team as of May 2017.
- The meeting continued with whole room introductions.

## **II. Approval of April 19, 2017 Business Advisory Council Meeting Minutes (Alice Rodriguez)**

- Ms. Rodriguez asked if there were any questions or concerns regarding the April 19, 2017 meeting minutes. There were no questions or concerns.
- Member Hunsaker motioned that the minutes from the April 19, 2017 Council Meeting be adopted.
- Member LaCome seconded the motion.
- Member Dean abstained; the minutes were approved by majority vote.
- Ms. Rodriguez emphasized the newly implemented Absence Tracker. This tracker is used to monitor the absences of the BAC Memberships.
- Member Cunningham commented in favor of the tracker and requested to see the BAC guidelines stipulated in the Small Business Program Plan. Council Chair Alley clarified that BAC members will be debriefed at a future meeting.
- Member Hill questioned if tele-conference would be an option for the Full Council Meetings. Council Chair Alley mentioned this feature will be considered for the future. However, at this time, tele-conference will not be offered for the Full Council Meetings.

## **III. Project Updates**

### **High-Speed Rail Project Update (Lisa Marie Alley)**

- Council Chair, Lisa Marie Alley, provided a presentation which focused on the connection and transformation of California.
- Key topics discussed during the presentation included:
  - Authority Executive Leadership Transition
  - Funding Plans
    - Central Valley Segment
    - San Francisco to San Jose Peninsula Corridor
    - Rosecrans/Marquardt Grade Separation Project
- Early Train Operator Procurement
- #IWillRide
  - Students throughout California are forming #IWillRide groups on their college campuses to pledge their support for a high-speed rail system that will connect and transform California. These groups allow students to network with professionals attend exclusive events and learn about internships and other opportunities.

- To view the Connecting and Transforming California presentation, you can visit [http://www.hsr.ca.gov/Programs/Small\\_Business/business\\_advisory\\_council.html](http://www.hsr.ca.gov/Programs/Small_Business/business_advisory_council.html) and the PowerPoint will be listed under the Business Advisory Council Meeting Agenda and Minutes (June 2017).

#### **Construction Package 2-3 Update (Dragados Flatiron Joint Venture)**

- Bjorn Nilsen introduced himself as the Procurement Manager for DFJV. Mr. Nilsen will work closely with existing Small Business Officer, John James and Small Business Consultant, Abigail Brown.
- Current small businesses on board with DFJV include the following:
  - 8 Small Business
  - 12 Disadvantaged Business Enterprise
  - 3 Disadvantaged Veteran Business Enterprise
- Upcoming procurements include the following:
  - Precast Concrete Girders – June 9, 2017
  - Precast Concrete Deck Panels – June 9, 2017
  - Irrigation District Facility Rearrangements – 2 packages June/July 2017
  - Bar Reinforcement Steel – July 2017
  - Equipment Transport (Low Boy and Flatbed) – July 2017
  - Street Sweeping – July 2017
  - Concrete – July 2017
  - Temporary Hydroseeding – August 2017
  - Signs – August 2017
  - Geo Fabric-SWPPP Implementation – August 2017
  - Precast 14” Concrete Piling (Furnish and/or Install) – August 2017
  - Hauling/Trucking (Double Bottoms, Semi Bottoms, etc) – August 2017
  - Bridge Bearings Pads – August 2017
  - Bridge Expansion Joints– August 2017
  - CIDH Piles – August 2017
- Upcoming Events Include:
  - DFJV “Kick-off” Event on June 22, 2017 in Selma, CA
  - CalCon Expo through June 20-21, 2017 in Anaheim, CA
  - Weekly “Meet the Contractor” one-on-one meetings
- Challenges DFJV are facing include:
  - Continuous ROW
  - Limited local small business resources over a large demand
  - Prompt Payment
  - Conventional Thinking

#### **Construction Package 4 Update (California Rail Builders)**

- Current small businesses on board with DFJV include the following:
  - 15 Small Business
  - 6 Disadvantaged Business Enterprise
  - 2 Disadvantaged Veteran Business Enterprise

- Upcoming procurements include some of the following:
  - Concrete Supplier
  - Drill Shafts
  - Structures Package 1
  - Earthworks Package 1
- Upcoming Events Include:
  - DFJV's "Kick-off" Event on June 22, 2017 in Selma, CA
  - CalCon Expo through June 20-21, 2017 in Anaheim, CA
- Challenges CRB are facing include:
  - Union education of Community Benefits Agreement (CBA) requirements to ensure non-union, small business subcontractor's success on the project.

***BAC Members Questions and Concerns:***

- Member Lau questioned who the designers were for CP-4. Amanda Craft, CRB Small Business Officer, mentioned firms Othon and Unico have been identified to assist with the design for CP-4, and both firms are certified DBEs.
- Member Dean inquired how does someone know who bid for a project and who was awarded? Ms. Craft stated that the information is not listed on their website. However, individuals can call CRB to obtain such information.

**IV. Administrative Updates (Alice Rodriguez)**

- BAC Travel Reimbursement Policy
  - The BAC Travel Reimbursement Policy Resolution encompassed the following:
    - Effective for FY 2017-18 the BAC Travel Policy will be subject to the Authority's annual budget review and approved for future years.
    - Travel reimbursement is only for affirmed Primary representatives, or the Association's affirmed Alternate *if* the Primary is unable to attend a meeting.
    - Travel reimbursement is based solely on per diem rates as outlined in the State Administrative Manual.
    - With the approval and advancement of the BAC Travel Policy, the BAC will transition to four BAC meetings per year (schedule to be determined by BAC vote).
    - The BAC will extend the Full Council Meeting from two (2) hours to three (3) hours in length.
  - BAC Reimbursement Requirements include the following:
    - Authority must have on file a current Affirmation Letter identifying affirmed Primary and Alternate representatives.
    - Member must sign and return the Authority's BAC Travel Policy Acknowledgement Form.
    - Member must sign and return the Payee Data Record (STD 204) prior to authorized travel.
    - Member must sign and return the Privately Owned Vehicle Form (STD 261).

- Fiscal Year 2017-18 Meeting Dates
  - The BAC Membership voted on several meeting date options.
  - BAC Membership voted for the following meeting schedule:
    - Meeting 1: Mid-August 2017
    - Meeting 2: Early November 2017 (Construction Tour)
    - Meeting 3: February 2018
    - Meeting 4: June 2018

***BAC Members Questions and Concerns:***

- Member Krishnan asked if a BAC representative's company/association provides travel reimbursement, will the Authority reimburse the company/association? Council Chair Alley responded that BAC travel reimbursement is only for individuals, company's/associations will not be reimbursed.
- The BAC Membership questioned the turn-around time for travel reimbursement. Council Chair Alley mentioned reimbursement could take up to 45 business days; however, the Authority strives to issue reimbursements within 2 weeks of submission to the Accounting Department.

**V. Committee Meeting Updates**

- **Professional Services Committee (Committee Vice-Chair, Linden Nishinaga)**
  - The Professional Services Committee discussed the following topics during the Full Council:
    - Requested to modify their initial request about "Safe Harbor Rates" to "Provisional Rates."
    - Requested that prompt payment notifications be posted to the Authority website.
    - Requested the Authority implement the 30/10/3 split between professional services and construction.
    - Requested an appeals process for small business financial concerns.
    - Requested an updated Small Business Master list.
    - Mentioned the establishment of the Joint Task Force with the Construction Committee to spearhead PGE and other key concerns.

**Construction Committee (Committee Chair, Dianna LaCome):**

- Ms. LaCome shared key points of the Construction Committee Meeting discussion:
  - Requested a status update concerning PGE.
    - Council Chair Alley mentioned that the Board of Directors assigned Ms. Rodriguez and additional executive members to provide background information (memo); the Board is extremely interested in this matter.
  - Joint Task Force sub-committees (Professional Services & Construction) include the following:
    - PGE (Third Party Concern); is being led by Member Dean and Member Jordan
    - Member Cunningham is leading the California Unified Certification Program (CUCP) sub-committee with an emphasis to standardize their size standards.

- Training Concerns
    - Diana LaCome is spearheading this sub-committee and key concerns which focus on the following:
      - What training are primes responsible for
      - Where can small businesses go for training
      - Research Mentor Protégé Programs
  - Requests the Authority form a Dispute Resolution Board.
    - The Construction Committee is seeking to modify the current dispute resolution process. Currently the resolution board is between the Authority and the Prime. The Construction Committee is looking to offer a dispute resolution board to subcontractors.
- Ms. LaCome also informed the Full Council that Member Whitcomb provided a “Teaming” Presentation, which focused on the benefits of several small businesses teaming together to successfully accomplish a project.

#### **VI. Prior Meeting Requests**

- Due to limited time, the Authority did not review this section during the Full Council.
- BAC Members were encouraged to review the BAC Request Tracker and examine the respective documents/reports in their BAC Member Packets.

#### **VII. Member and Public Comment and Adjournment**

- Member Guerrero questioned about the list of supportive services. Council Chair Alley mentioned the team would work to get the list to BAC Members.
- The meeting was adjourned by Alice Rodriguez at 3: 10 PM.